



Outreach Coordinator

Estes Valley Investment in Childhood Success (EVICS)

This part-time position leads the organization's outreach efforts by coordinating events, trainings, and annual conference. Works with staff team to communicate info to public, creates written and social media outreach, organizes events, manages website, and special projects as needed.

Qualifications and Skills:

- Excellent written and verbal communication
- Computer efficiency in Microsoft Office, Social Media, and Web management
- Organization and time management skills

Experience:

- Coordinating and marketing events
- Creating written and social media messaging
- Working with others on a team
- Knowledge and experience in Early Childhood and/or family development desired.

General Responsibilities:

- Schedule and coordinate trainings and workshops for early childhood professionals
- Organize and coordinate community outreach, fundraising and donor events
- Manage and coordinate EVICS messaging and marketing. (Print and social media)
- Assist with organization and coordination of Annual Early Childhood Conference
- Assist with database management
- Provide office coverage and other duties as needed
- Represent EVICS at various community meetings and events.
- Report to the Executive Director

The Outreach Coordinator must possess a positive attitude and genuine interest in helping families be successful. The position is part-time, 20 hours/week, 48 weeks/year, flexible schedule, non-benefitted. Training provided as needed. The position is an integral part of the staff team and works under the supervision of the Executive Director.